

## City of Diamondhead

**TREASURER**

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**NATURE OF WORK**

This is administrative and professional work managing all budget, fiscal, accounting, auditing, revenue administration and treasury management activities for the City.

Work includes responsibility for assisting in the planning and in the organizing of all phases of the City's municipal accounting or budgeting activities. Work requires application to the principles and practices of public finance. Work is performed under the supervision of the City Clerk with considerable independence in developing and effecting improved work methods and procedures. Questions relating to major program objectives, policy interpretations and work priorities are discussed with City Manager. Work is reviewed and evaluated through periodic conferences and discussions and on basis of adherence to established policies and deadlines.

**ILLUSTRATIVE EXAMPLES OF WORK**

- \* Organizes and manages operations of the accounting and auditing or budget activity; participates in the development and implementation of policies and procedures governing operation of these functions.
- \* Supervises and checks the work of employees engaged in the preparation and maintenance of regular and special budget/accounting estimates, payrolls, statements, reports, analyses and forms. Determines time schedules to permit adequate preparation for the development of operating and departmental budgets and/or comparable accounting reports and statistical analyses. Reviews and makes recommendations to City Manager on budget estimates and requests.
- \* Plans, devises and effects installation of revised procedures, forms and systems to facilitate the collection, processing and dissemination of financial information.
- \* Works with Department Heads, City Clerk and the City Manager to develop budget proposals for submission and approval to the City Council.
- \* Implements budget amendments as required and presents to the City Council.
- \* Assists State and private auditors in both annual and special audits.
- \* Performs internal audits of the general ledger and subsidiary ledgers to ensure correctness of procedures and accuracy of record-keeping and makes adjustments as required.
- \* Provides technical advice to the City Clerk and assistance as need to other departments on budgetary, accounting, auditing, funds administration and related financial management matters.

- \* Participates in the preparation of special studies, analyses and statistical compilations as required.
- \* Performs related work as required. Also serves as a Deputy City Clerk.

#### **DESIRABLE KNOWLEDGES, ABILITIES, AND SKILLS**

- \* Knowledge of the principles and practices of governmental accounting, auditing, budgeting and financial administration and management.
- \* Knowledge of modern accounting and office procedures and equipment, including application of electronic data processing to the preparation, maintenance and analysis of fiscal/financial data.
- \* Ability to apply and adapt established budget, fiscal and accounting methods to varied and complex work situations and operating problems.
- \* Ability to express ideas effectively, orally and in writing.
- \* Ability to establish and maintain effective working relationships with elected officials, department heads, employees and the general public.

#### **DESIRABLE EDUCATION AND EXPERIENCE**

- \* Graduation from an accredited college or university with major course work in accounting
- \* CPA licensure preferred but not required, considerable responsible experience, minimum 3 years', in public finance/budget/accounting/auditing administration.

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical requirements include occasional lifting/carrying of 10+ pounds; visual acuity, speech and hearing; hand and eye coordination and manual dexterity necessary to operate a computer keyboard and basic office equipment. Subject to sitting, standing, reaching, walking, twisting and kneeling to perform the essential functions. Working conditions are primarily inside an office environment.

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Employee

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Date

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Supervisor

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Date